



SUBDIVISION PLAT APPLICATION

**Office of the City Planner
200 E. Court St., Suite 410
Kankakee, IL 60901
P: 815-436-9485**

Application Procedure:

3. 18 Sketch Plat.

C. Application Procedure and Requirements. Prior to subdividing land and after meeting with the City Planner, the owner of the land, or his/her authorized agent, shall file an application for approval of a sketch plat with the City Planner.

The application shall:

- 1.** Be made on forms available at the Office of the City Planner;
- 2.** Include all contiguous holdings of the owner including land in "common ownership" as defined in these regulations, with an indication of the portion which is proposed to be subdivided, accompanied by an affidavit of ownership, which shall include the dates the respective holdings of land were acquired, together with the book and page where each conveyance to the present owner is recorded in the Clerk and Recorder's Office of Kankakee County, Illinois.

The affidavit shall advise as to the legal owner of the property, the contract owner of the property, the date the contract of sale was executed, and, if any corporations are involved, a complete list of all directors, officers, and stockholders of each corporation owning more than twenty-five (25) percent of any class of stock;

- 3.** Be accompanied by a minimum of ten (10) copies of the sketch plat, as described in Section 7.1 herein, and complying in all respects with these regulations; and, one (1) copy of the sketch plat sufficiently reduced in size to be reproduced on a sheet of paper no larger than eight and one-half (8 1/2) inches by eleven (11) inches;
- 4.** Be accompanied by a fee of one hundred twenty-five (\$125.00) dollars plus five (\$5.00) dollars per lot for Minor Subdivisions; or, two hundred fifty (\$250.00) dollars plus ten (\$10.00) dollars per lot for Major Subdivisions; and,
- 5.** Be submitted to the City Planner at least thirty (30) days prior to a regular scheduled meeting of the Planning Board.

Application Form:

Please select what is being requested:

- | | |
|--|---|
| <input type="checkbox"/> Lot Split involving no new roads or public improvements | <input type="checkbox"/> Sketch Plat |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Final Subdivision Plat |

Applicant Contact Information:

Name & Title:**Phone:****Address:****Email:**

Attachments

Please attach the following:

- ☐ **Affidavit of Ownership.** The affidavit must include:
 - ☐ The legal owner of the property;
 - ☐ The contract owner of the property;
 - ☐ The date the contract of sale was executed; and,
 - ☐ If any corporations are involved, a complete list of all directors, officers, and stockholders of each corporation owning more than twenty-five (25) percent of any class of stock

- ☐ **A minimum of ten (10) copies of the sketch plat.**
- ☐ **One (1) copy of the sketch plat reduced in size to an 8.5" x 11" page.**
- ☐ **Required Fees.**
 - ☐ **Minor Subdivisions:** \$125.00 dollars + \$5.00 dollars per lot
 - ☐ **Major Subdivisions:** \$250.00 dollars + \$10.00 dollars per lot

For All Requests:

Additional information or comments (optional):**Printed Name:****Date:**

I hereby certify that I am, or represent, the legal owner of the property described above and do hereby submit this request to the City Planner of the City of Kankakee, Illinois for consideration.

Signature: